



### **Meals on Wheels – City of Alexandria Volunteer Job Description**

**RESPONSIBILITIES:** Volunteers deliver meals to homebound seniors in the City of Alexandria. As meals are delivered, volunteers greet clients and report back any unusual circumstances to the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader of the day. In this way, the volunteer serves as a link between the Division of Aging and Adult Services and the Meals on Wheels clients. Volunteers work under the supervision of the Meals on Wheels On- site Volunteer Coordinator and Program Manager. Volunteers utilize our mobile app “Mobile Meals” on their smart phones. Further instructions will be provided for download and use.

**TASKS:** 1) Pick up meals at designated pick up location and a route notebook at 9:45am Monday – Saturday. On Sundays, meals are picked up at 11:45pm. Maintain food temperatures by keeping food in the containers provided and keeping them closed during transport.

2) Deliver one hot and one cold meal to each household unless instructed otherwise, greet client and ask if they are okay. If client is not home, do not leave meals.

3) Return empty coolers and route notebook to the food vendor location.

4) Report any problems, expressed client needs or concerns to the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader via phone and Mobile Meals.

5) On occasion, deliver notices to clients. 6) Notify staff in advance if unable to deliver on assigned day 703-836-4414 extension 126.

**TIME COMMITMENT DESIRED:** Meals are delivered between 10:00 a.m. to 12:00 noon Monday – Saturday, and on Sunday between 12:00 – 2:00 pm.

**REQUIREMENTS:** We are currently asking for all volunteer applicants to be fully vaccinated. Volunteers must be able to commit to a recurring monthly schedule or more frequent deliveries if possible. Volunteer drivers must use their own vehicle and have a valid driver’s license and current insurance requirements. Volunteers should also possess the ability to lift 10- 20 lb. containers into your vehicle and should be able to climb stairs, if necessary. **PRIVACY DISCLAIMER:** Through observation or client communication, volunteers may learn or attain private and/or medical information; volunteers shall not share any such information with anyone other than Senior Services of Alexandria(SSA) staff or in the case of an emergency, medical professionals. Volunteer will notify the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader of the day of any such incidents.

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\_ Applicant Signature (Print your name)

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Date